

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: Managing Attorney
(Litigation/Labor and Employment)

LOCATION: SAN FRANCISCO, CA

JOB REQUISITION: 2644

OVERVIEW

Reporting to the Assistant General Counsel, the Managing Attorney will make significant contributions to major policy decisions on cutting-edge legal and procedural issues that affect the administration of justice in California. The Managing Attorney will oversee a staff of approximately thirteen attorneys responsible for programs with a major impact on California's courts. These responsibilities include managing litigation against courts and judges, and providing employment and labor advice to the courts.

DEPARTMENT STATEMENT

The Judicial Council is the policy-making body for the California judicial branch. It is assisted by the Administrative Office of the Courts (AOC), the staff agency to the Judicial Council. The AOC's Office of the General Counsel (OGC) provides legal services to the Chief Justice, the Judicial Council and its advisory committees, the Administrative Office of the Courts, and the trial and appellate courts.

RESPONSIBILITIES

Working closely with the Assistant General Counsel, the Managing Attorney's primary responsibilities include:

- Overseeing work of OGC's Labor and Employment and Litigation Management Units;
- Analyzing and preparing legal memoranda and issues papers, legal opinions and policy memoranda;
- Representing the agency as house counsel;
- Providing legal counsel services for specified programs;
- Carrying out public relations activities and serving as liaison to external legal organizations;
- Performing legal research;
- Developing, recommending and implementing policies, initiatives and rules of court to further the Judicial Council's goals and improve the justice system;
- Developing and implementing goals, objectives, policies, procedures, and work standards for the Office of the General Counsel;
- Providing supervision, direction, training, support, and leadership to attorneys and staff;
- Developing and implementing operating procedures within the OGC;
- Participating in selecting, evaluating, promoting, and training staff;
- Working with committees in developing AOC policies, priorities, goals, and objectives;
- Performing other duties as assigned.

Managing Attorney

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QUALIFICATIONS

Admission in the California State Bar and six years of post-bar legal experience including a minimum of two years of increasingly responsible management experience.

OR

Two years as a Supervising Attorney in the California judicial branch.

OR

Three years as a Senior Attorney in the California judicial branch.

In addition to the minimum qualifications listed above, desirable qualifications include:

- Strong civil litigation background including experience in defending governmental entities, and broad experience in all aspects of labor and employment law.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply by **September 22, 2006**, however, this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "**Legal**", and search for **Job Req #2644, Managing Attorney**. This position requires the submission of our official application and response to the supplemental questions attached.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts

455 Golden Gate Avenue, 7th Floor

San Francisco, California 94102-3688

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PAY AND BENEFITS

SALARY RANGE: \$8,732 - \$10,828 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

**SUPPLEMENTAL QUESTIONNAIRE
FOR
MANAGING ATTORNEY
(Req. # 2644)**

1. Please describe the depth and breadth of your litigation experience, including alternative dispute resolution, pretrial adjudication, trial and appellate practice.

2. Please describe your areas of substantive legal expertise (e.g., criminal law, labor and employment law, administrative law, etc.) and your experience providing legal services to public sector clients.

3. Please describe your experience as a supervisor/manager of attorneys and support staff, including the number and job titles/positions of staff you have managed and/or supervised in connection with providing legal services to clients.

4. Why are you interested in this position?